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29 March 1961

MEMORANDUM TO: Chief, Records Management Staff

SUBJECT : First Interim Report on Survey of the  
Security Records Division

1. As directed by the Chief, Management Staff, I started my survey of the Security Records Division at noon Wednesday, 22 March 1961. Today, I'd like to tell you of my findings and then discuss with you the developments, emphasis, and trend of the survey. A diary of my activities during this week is briefly stated in TAB A.

2. I have been able to establish the area of survey. Also I found there are several Office of Security offices outside the survey area that intimately influence the workload and procedures in the SRD. I've illustrated the Survey Area, these Related Offices, and have clarified the Organization Chart in a little greater detail than is discernible from Agency Regulations. (TAB B)

3. In the same effort to clarify, I requested permission to send you a personnel chart widely used in O/S. (TAB C) *(copy available next week)*

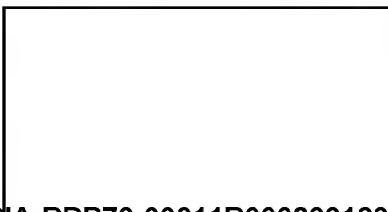
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4. Each person or portion of the Division I interviewed has brought forth useful material for the survey. Division Chief, [REDACTED] has been very generous in time and patience to satisfy my basic questions and needs. His experience contributes much to learning the overall program, policy, and procedures.

5. To date, his Section Supervisors have thoroughly briefed me on the details of the work of; (a) handling much mail; (b) processing a variety of requests; and (c) operating this enormous file. Several other employees I've met were equally cordial. To me the warmth of these informative, friendly discussions is exceeded only by their dedication to push through their mountain of paperwork.

6. Some of my preliminary notes on portions of the areas covered are attached for our discussion as to emphasis as the survey progresses. Communications Section - TAB D; Processing Section - TAB E; and Files Section - TAB F.

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